

LIST OF SOURCES

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SURVEYS:

The American Freshman, 1993

Higher Education Research Institute
Graduate School of Education
University of California
405 Hilgard Avenue
Los Angeles, CA 90024-1521

Common Core of Data (CCD) 1998-99

National Center for Education Statistics
Elementary and Secondary Education Statistics Division
1990 K Street, N.W.
Washington, D.C. 20006

Current Population Survey, March 1993 March 1992 Income Supplement October 1991 School Enrollment Supplement

Current Population Survey Branch
Demographic Surveys Division
Bureau of the Census
Washington, D.C. 20233

Equal Employment Opportunity Commission EEOC-5 Survey, 1998

EEOC-Surveys
1801 L Street, N.W.
Washington, DC 20507

High School and Beyond (HS&B), 1982 & 1984

National Center for Education Statistics
Postsecondary Education Statistics Division
1990 K Street, N.W.
Washington, D.C. 20208

Integrated Postsecondary Education Data System (IPEDS), Fall 1991

National Center for Education Statistics
Postsecondary Education Statistics Division
1990 K Street, N.W.
Washington, D.C. 20006

**Longitudinal Study of American Youth
Science Teacher Questionnaire
Mathematics Teacher Questionnaire**

Chicago Academy of Science
2001 North Clark Street
Chicago, Illinois 60614

National Education Longitudinal Study of 1988/2000

National Center for Education Statistics
Elementary and Secondary Education Statistics Division
1990 K Street, N.W.
Washington, D.C. 20006

Private School Survey (PSS), 1999-2000

National Center for Education Statistics
Elementary and Secondary Education Statistics Division
1990 K Street, N.W.
Washington, D.C. 20006

Schools and Staffing Survey (SASS), 1999-2000

National Center for Education Statistics
Elementary and Secondary Education Statistics Division
1990 K Street, N.W.
Washington, D.C. 20006

GLOSSARY OF SELECTED STAFF-RELATED TERMS

This section contains definitions of terms and concepts used in this handbook or otherwise related to staff information.

A

Accountability: The capability and the responsibility to account for the expenditure of money and the commitment of other resources in terms of the results achieved. This involves both the management of money, staff and other resources, and the evaluation of achievement in relation to specific goals.

Accounting: The procedure of maintaining systematic records of happenings, occurrences, and events relating to persons, objects, or money and summarizing, analyzing, and interpreting the results of such records. See ACCOUNTING SYSTEM.

Accounting System: The structure and procedures used to record, retrieve, and report information on the operations of an organizational unit, or any classifying of its funds, balanced account groups, and organizational components. See ACCOUNTING.

Accrediting Agencies: Agencies that establish operating standards for professional or institutions or programs, determine the extent to which the standards are met, and publicly announce their findings.

Acting: Temporary assignment of an employee to a position while the position is vacant, or while the incumbent is on authorized leave or special assignment. Acting assignments normally do not exceed beyond one year unless approved by the chief executive officer.

Active Class: A group of positions or a single position that are/is sufficiently similar as to kind or subject matter of work, level of difficulty and responsibility, qualifications, and requirements to: 1) warrant the use of the same title; 2) be defined by the same specification; 3) be assigned the same position code; and 4) be assigned to the same salary schedule group, e.g., teacher scale, S-scale, etc.

Additional Duty: An extra duty assigned to an employee for which he or she receives additional pay.

Additional Position: An employee changes the percent of his present position to accept an additional position - total percent does not change.

Administrative Action: Any action which results in the general regulation, direction, or control of the affairs of an organizational unit.

Administrative Unit: A geographic area which is under the control of a board of education and/or is supervised by one or more administrative offices.

Adult High School: A separately organized school providing instruction for adults and youth beyond the age of compulsory school attendance.

Age: Age at last birthday on or prior to a specified date. Age may also be recorded and reported by years and months as of a specific date, or by birth date. Age may be verified by a document such as a birth certificate, parent's affidavit, hospital certificate, age certificate, entry in family Bible, baptismal certificate, passport, or previously verified school record.

Americans With Disabilities Act (ADA): Public Law 101-336 which prohibits discrimination against individuals with disabilities as regards to employment, public accommodations and certain public services.

Annual Increment (Step Increase): A merit increment (one step) established in the compensation plan which may be granted to an employee by the department head after the completion of the appropriate year(s) of service that meet or exceed(s) the standards established for satisfactory performance. See STEP.

Annual Salary Scale Adjustment: A salary scale adjustment (normally referred to as a cost-of-living adjustment or COLA) provided to eligible employees annually to attempt to offset inflationary increases in the economy.

Applicant: A person seeking employment with an organization. Applicants may be external (not currently employed by the institution) or internal (currently employed by the institution and seeking another position).

Appointing Authority: An individual or board having the responsibilities of employment, assignment, and placement of personnel in positions. See APPOINTMENT.

Appointment: An offer to, and acceptance by, a candidate of a specific position. Categories of appointments are Regular Appointment, Career Ladder Appointment, and Special Appointment.

Apprentice: An individual who is learning a recognized occupation in accordance with a written apprentice-training contract between the worker and his or her employer or employers which provides for a given period of planned work experience through employment on-the-job, supplemented by appropriate related instruction, and with other specified provisions of the arrangement.

Assignment: A specific group of activities for which a staff member has been given responsibility.

Assistive Technology Device: Any item, piece of equipment, product or system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities.

Associate's Degree: A degree commonly conferred upon the successful completion of a two year postsecondary program of studies.

Associate in Applied Science Degree: A degree commonly conferred upon the successful completion of a two year postsecondary program of studies composed of general education, electives, and a major concentration in a chosen technical, semiprofessional, or professional area of study.

Associate in Arts Degree: A degree commonly conferred upon the successful completion of a two year postsecondary program of studies composed essentially of courses in the liberal arts.

Associate in Science Degree: A degree commonly conferred upon the successful completion of a two year postsecondary program of studies composed of courses in the liberal arts and sciences.

Attendance: A term referring to a staff member being present where he or she is assigned.

Audio Materials: Materials on which sounds (only) are stored (recorded) and can be reproduced (played back) mechanically, electronically, or both. These materials include audiocassettes, audio cartridges, audio discs, audio reels, talking books, and other sound recordings.

Audiovisual Materials: Materials displayed by visual projection or magnification or through sound reproduction, or both, including graphic materials, audio materials, motion pictures, video materials, and special visual materials such as cartographic and three-dimensional materials.

Avocational Programs: Instructional programs in personal interest and leisure categories whose expressed intent is not to produce postsecondary credits, nor lead to a formal award or an academic degree, nor result in occupationally specific skills.

B

Bachelor's Degree: An award that normally requires at least four, but not more than six years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a five year Cooperative (Work-Study Plan) Program. Also includes bachelor's degrees in which the normal four years of work are completed in three years.

Beneficiary: An individual identified to receive the income or inheritance from an insurance policy, trust or will.

Biweekly Paid Employee: Employees paid on a biweekly basis.

Boarding School: See RESIDENTIAL SCHOOL.

Board of Education: The elected or appointed body which has been vested with responsibilities for authorizing, financing, and evaluating the educational activities in a given school system, school, or geographic area. Such bodies sometimes are known by terms such as school boards, governing boards, boards of directors, school committees, and school trustees. This definition relates to the general term and encompasses the boards of both public and non-public institutions and school systems. See Public Board of Education.

Business Day: Calendar days exclusive of Saturdays, Sundays, and legal holidays.

C

Candidate: An applicant who is eligible for placement if appointed to a position.

Career Ladder: Progress through a non-competitive system allowing for movement from one grade-level to a higher one based on predetermined requirements which an employee must satisfy to achieve the higher/next higher level.

Case History: The information that has been recorded about an individual, family, group, or community. The term is most often used in social work agencies, and in sociological, medical, and psychiatric studies.

Case Load: The number of students for whom a professional staff member is responsible for providing special educational services.

Chapter 1 Program: See TITLE I PROGRAM.

Certificate: A written or printed statement by which a fact is formally or officially certified or attested.

Church-Related School: A school associated with a religious or church organization. Also referred to as private, religiously affiliated school. See PRIVATE RELIGIOUSLY AFFILIATED SCHOOL.

Civic Activities: School-related activities such as parent-teacher association meetings and non-school-related civic activities such as public forums, lectures, and civic defense planning usually connected with school services.

Class: A group of students assigned to one or more teachers or other staff members (or otherwise organized for instruction via a different medium) for a given period of time for instruction or other activity. This includes cross-age groupings. Classes that share space should be counted as separate classes if they function as separate units for more than 50 percent of the time.

Class Size: The membership of a class as of a given date.

Clock-hour: The designation given approximately 60 minutes of class work or instruction. This may include time for passing from one class to another. See CONTACT HOUR.

Cocurricular Activity: An activity that is related to the current curriculum in which a student is enrolled. This may be any type of school-sponsored activity designed to provide opportunities to participate in experiences on an individual or group basis (at school or public events) for the improvement of skills. The following characteristics apply to cocurricular activities: 1) participation is necessary for meeting class requirements, for credit, or for graduation; 2) sessions are conducted at regular and uniform times during school hours, or may be conducted during authorized non-school hours; 3) programs are directed or supervised by instructional staff in a learning environment

similar to that found in classes offered for credit; and 4) services are primarily or totally funded by school-operating funds for general instructional purposes under the direction and control of local education authorities.

COLA: See COST-OF LIVING ADJUSTMENT or SALARY SCALE ADJUSTMENT.

Community/Junior College: An institution of higher education which usually offers the first two years of college instruction and career education, grants an associate's degree, and does not grant a bachelor's degree. It is either a separately organized institution (public or non-public) or an institution which is part of a public school system or a system of junior colleges. Offerings include transfer, occupational, and/or general studies programs at the postsecondary instructional level and may also include adult education programs.

Community School: An elementary, secondary, and/or adult/continuing education organizational arrangement (or institution), operated by a local board of public education, in which instruction and other activities are intended to be relevant and applicable to the needs of all or most segments of the total population of the community served.

Community Service Education: A term frequently used synonymously with the term "Adult/Continuing Education." This term reflects the efforts of community colleges and other institutions or agencies to extend their resources (e.g., facilities, personnel, and expertise) into the community through programs of non-credit, educational, avocational, or recreational courses, seminars, conferences, workshops, and other events utilizing any applicable facility or locale.

Community Services: Services, other than public school and adult education functions, provided by a school or system for purposes relating to the community as a whole or some segment of the community. These include such services as community recreation programs, civic activities, public libraries, programs of custody and care of children, community welfare activities, and services for non-public school pupils provided by the public schools on a continuing basis.

Compensation: The standard rates of pay that have been established for the respective class of work, as set forth in the compensation plan.

Compensation Plan: The plan or scale that defines the salaries to be paid to a specific group of employees.

Competitive Promotion: A promotion based on a competitive examination or evaluation leading to an appointment to a position based on the highest ratings.

Comprehensive High School: A secondary school with a number of departments (e.g., academic, industrial, business, and vocational) offering a diversified program which meets the needs of students with varying interests and abilities.

Contact Hour: A unit of measure that represents an hour of scheduled instruction given to students. See CLOCK-HOUR.

Continuing Professional Education: Programs and courses designed specifically for individuals who have completed a professional degree (such as law, medicine, dentistry, or social work) to obtain additional training in their particular field of study.

Contract Days: The number of workdays authorized for a position during the fiscal year.

Contracted Services: Services rendered by personnel who are not on the payroll of a school or system, and are contracted to perform specific duties or to complete specific projects.

Cooperative Program (Work-Study Plan): Provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their studies.

Corrective Institution: An institution to which children and/or youth are committed for the correction of inappropriate patterns of social behavior. See INSTITUTION FOR DELIQUENT CHILDREN.

Cost-of-Living Adjustment (COLA): The commonly used term for a School Board approved salary scale adjustment.

Course: The organization of subject matter and related learning experiences provided for the instruction of students on a regular or systematic basis, usually for a predetermined period of time (e.g., a semester or two-week workshop).

Credential: The document issued to a staff member by the state (or agency or organization authorized by the state) authorizing the holder to perform services for the school or system. "Certificate," "license," or "permit" are examples of terms frequently used interchangeably with "credential."

Credentialing Organization: An institution, organization, federation, or other such group that is responsible for accrediting or endorsing an individual's preparation, skills, or performance.

Credit: A unit of value, awarded for the successful completion of certain courses, intended to indicate the quantity of course instruction in relation to the total requirements for a diploma, certificate, or degree. Credits are frequently expressed in terms such as "Carnegie Units," "credits," "semester credit hours," and "quarter credit hours."

Credit Course: A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree, diploma, certificate, or other formal award. See CREDIT.

Credit Hour: A unit of measure representing an hour (or 50 minutes) of instruction over a 15-week period in a semester or trimester system or a 10-week period in a quarter system. It is applied toward the total number of hours needed for completing the requirements of a degree, diploma, certificate, or other formal award. See CREDIT.

Crosswalk: In data processing, a procedure by which codes used for data in one data base are translated into the codes of another data base making it possible to relate information between or among data bases.

Curriculum: The planned interaction of students with instructional content, instructional resources, and instructional processes for the attainment of educational objectives.

Curtailed Session: A school session with less than the number of hours of instruction recommended by the state education agency.

D

Day Care: See EARLY CHILDHOOD CARE AND EDUCATION.

Day School: A school attended by students during a part of the day, as distinguished from a residential school where students are boarded and lodged as well as taught.

Day in Session: A day on which the school is open and students are under the guidance and direction of teachers in the teaching process. On some days the school plant itself may be closed and the student body as a whole engaged in school activities outside the school plant under the guidance and direction of teachers. Such days should be considered as days in session. Days on which the school is closed for reasons such as holidays, teachers' institutes, and inclement weather should not be considered as days in session.

Definition of Duties: The work requirements of a position in terms of activities, complexity, and extent of supervision and responsibility attaching thereto. (Also referred to as tasks, position description, standards and guidelines.)

Degree: A title conferred by a college or university as official recognition for the completion of a program of studies or for other attainment.

Demotion: Changing the grade level of an employee to a lower grade as a result of disciplinary action.

Department: An administrative organizational unit that is headed by an area or assistant director.

Department of Defense Dependents School: An elementary or secondary school operated in the United States or overseas for dependents of active duty military and civilian personnel of the U.S. Department of Defense.

De-staff: The movement of an employee from one position or work-site to another due to budget or staffing restraints.

Developmental Delay: States may use this term to report children ages three through nine. The category includes a child 1) who is experiencing developmental delays, as defined by the State and as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, and adaptive development; and 2) who, by reason thereof, needs special education and related services.

Dialect: Variations within a spoken language that maintain mutual understanding and show some degree of correlation with the social and geographic structure of a society.

Diploma: A formal document certifying the successful completion of a prescribed program of studies.

Disabled Person: Any individual who: 1) has a physical or mental impairment that substantially limits one or more of the major life activities; 2) has a record of such an impairment; or 3) is regarded as having such an impairment. (as defined by Americans with Disabilities Act.)

Disadvantaged Person: Unless defined differently for specific educational programs (e.g., vocational education, consumer, and homemaking programs), individuals who have academic, socioeconomic, cultural, or other disabilities that prevent them from succeeding in educational programs designed for individuals without such disabilities; and who, for that reason, require specially designed educational programs and related services. The term includes individuals whose needs for such programs or services result from poverty, neglect, delinquency, or cultural, racial, or linguistic isolation from the community at large. The term does not include physically or mentally disabled individuals except where such persons also are subject to the other disabilities and conditions referred to in this paragraph.

Dismissal: Generic term used to describe termination of employment for cause.

Displaced Laterally: The placement of an employee in a position with no change in paygrade, job group, or salary lane with or without a reduction in the length of the work year or number of work hours.

Displaced Redline: The placement of an employee in a lower job group, paygrade, or salary line with or without a reduction in the length of the work year or number of work hours with rights to retain the salary held prior to the displacement.

Displacement: Removal of an employee from an active class assignment or position due to reduction-in-force.

Doctoral Degree: The highest award a student can earn for graduate study. The doctoral degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and Doctor of Philosophy degree in any field such as agronomy, food technology, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related professional field of medicine or in sanitary engineering.

Donated (Contributed) Services: Services provided by volunteers, members of religious orders, or by the Central or System office of an institution for which there is no charge to the school or system but that would otherwise be provided by employees paid by the school or system.

Double Session Class: Two groups of children per day with one teacher. Each session is counted as a separate class; for example, if a program had 5 classes that operated mornings and 5 that operated afternoons with the same 5 teachers, that would count as 10 classes.

Duties: Tasks assigned to an employee by responsible management authority.

Dyslexia: A brain-based type of learning disability that specifically impairs a person's ability to read. These individuals typically read at levels significantly lower than expected despite having normal intelligence.

E

Early Childhood Care and Education: Child care and education from birth to enrollment in kindergarten (or first grade if kindergarten is not available), as provided by a child's parent/guardian. Programs include care and education provided by a parent/guardian; by a relative other than a parent/guardian; by a non-relative in the child's home, in family day care; or in centers (settings other than homes) such as schools, churches, or places of parent/guardian employment.

Education Agency: An administrative agency (e.g., state or local education agency) responsible for providing or administering early childhood, elementary- and/or secondary-level instruction or educational support services.

Education Institution: A public or private institution, organization, or agency that provides instructional or support services to students or staff at any level.

Educational Media: Any device, content material, method, or experience used for teaching and learning purposes. These include printed and non-printed sensory materials. See AUDIO MATERIALS, AUDIOVISUAL MATERIALS, AND GRAPHIC MATERIALS.

Educationally Disadvantaged Children: As defined for Federal compensatory education programs, those children who have need for specific assistance so that their level of educational attainment may be raised to that which is appropriate for children of their age. The term includes children who are disabled and/or whose needs for such special educational assistance result from poverty, neglect, delinquency, or cultural or linguistic isolation from the community at large.

EEO: See EQUAL EMPLOYMENT OPPORTUNITY.

Eligible: A person who has successfully met required qualifications necessary to hold a particular position, class of positions, receive a service, or participate in a program.

Eligible List: A listing of individuals qualified to fill a position.

Emergency Administrative Leave, Full-Day: When full-day emergency leave is announced, schools and offices will be closed. No pre-arranged leave (sick, annual, personal, etc.) will be charged. Under certain conditions and for some groups of employees, the time may have to be made up. If the full day emergency administrative leave is announced so late that some employees have already arrived at their job sites, they will be sent home and compensated in accordance with the Fair Labor Standards Act.

Emergency Administrative Leave, Less-Than-Full-Day (Delayed Opening and Early Closing): If emergency conditions exist at the beginning of the workday or develop after the workday has begun, employees may be granted less-than-full-day administrative leave. All prearranged leave (sick, annual, personal, etc.) will be charged in its entirety, regardless of the unexpectedly shortened day. No makeup time is required of any employee(s) for less-than-full-day administrative leave under emergency conditions.

Emergency Contact: An individual who is to be notified in the event of an emergency involving a staff member.

Employee Benefit: Any type of compensation: 1) provided in a form other than direct wages; and 2) paid for in part, in kind, or in whole by the employer, even if provided by a third party (e.g., the government, a labor union, an insurance company, or a health maintenance organization). Benefits may or may not be required by law. These include employer contributions to Social Security, Medicare, unemployment insurance, worker's compensation insurance, and retirement funds.

Employee Benefit Carrier: An organization or institution that administers benefit plans or services to a staff member.

Employee Benefit Contributor: An individual or organization that donates monetary, in-kind, or other types of contributions to an employee's benefit plan.

Employer: A business, firm, institution, or other organization for whom an individual works (including self-employment) in return for financial or other compensation.

Employment Permit: A type of legal certificate sometimes called a "work permit," authorizing youths to engage in certain types of work before they have reached the age of unrestricted employment.

Equal Employment Opportunity: Title VII of the 1964 Civil Rights Act provides that all employment decisions should be made without regard to race, national origin, age, sex, religion or handicapping condition(s).

Equipment: Any instrument, machine, apparatus, or set of articles which: 1) retains its original shape and appearance with use; and 2) is non-expendable (i.e., if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it with an entirely new unit.)

Essential Function: A term used in the Americans with Disabilities Act (ADA) which the Equal Employment Opportunity Commission (EEOC) defines as the fundamental job duties of the employment position the individual with a disability holds or desires. This term does not include the marginal functions of a position.

Evaluator: An individual responsible for performing a systematic evaluation of specified aspects, conditions, or progress of an individual including his or her professional, credential, physical, emotional, psychological, and economic status. Results may include recommendations for providing or not providing specific treatment or support to the individual.

Evaluation: The process of ascertaining or judging the quality, value, or amount of an activity or an outcome by systematic appraisal of previously specified data in light of the particular circumstance and established goals and objectives.

Expenditures: Charges incurred, whether paid or unpaid, which are presumed to benefit the current fiscal year.

Extended-day Session: A school day with separate times for different groups of pupils to start and end their sessions in the same school plant; e.g., high schools juniors and seniors begin their session at 7:30 a.m. and the freshmen and sophomores begin their session at 8:30 a.m., the session for the juniors and seniors ending one hour prior to the time when the session ends for the freshmen and sophomores.

Extended School Day: The part of the calendar day, following the daily session, when school-related activities and recreation are provided to students by the school.

Extended Sick Leave: Employment status in which the employee is placed in an extended sick leave code to allow a temporary replacement to be hired and charged to the position.

Extension Work: Instructional activities other than those connected with the instruction of students on the campus. Extension work includes correspondence study, classes for part-time students off the campus or at unusual hours on the campus, and similar instructional arrangements.

External Applicant: An applicant for a position who is not currently employed with an organization or has never been employed by the institution.

Extra-state Jurisdictions: Areas under the jurisdiction of the United States including American Samoa, Guam, Puerto Rico, the Northern Mariana Islands, the Virgin Islands, and other areas.

F

Facility: A piece of land, a building site, a building, or part of a building owned by and/or used for activities of an organizational unit such as a school or system.

Fact Finding: A formal step in the grievance or appeal process usually carried out by a neutral party which involves the identification, analysis, and evaluation of issues in dispute and a recommended plan for settlement.

Fair Labor Standards Act (FLSA): Legislation originally enacted by Congress in 1938 which establishes requirements with respect to minimum wage, overtime compensation, and record keeping.

Field Length: In data processing, the units of space allowed on a disk, drum, tape, tabulating card, or other device used to record data for a particular item of information.

Financial Accounting: The recording and reporting of activities and events affecting the money resources of an administrative unit and its program. Specifically, it is concerned with 1) determining what accounting records are to be maintained, how they will be maintained, and the procedures, methods, and forms to be used; 2) recording, classifying, and summarizing activities or events; 3) analyzing and interpreting recorded data; and 4) preparing statements which reflect conditions as of a given date, the results of operations for a specific period, and the evaluation of status and results of operations in terms of established objectives.

First-Professional Degree: A degree that signifies completion of the academic requirements for beginning practice in a given profession, and is based on a program requiring at least two years of college work prior to entrance and a total of at least six academic years of college work to complete the degree program, including both prior-required college work and the professional program itself. First-professional degrees are awarded in fields such as dentistry (D.D.S. or D.M.D.), medicine (M.D.), optometry (O.D.), osteopathic medicine (D.O.), podiatry (Pod.D. or D.P.) or podiatric medicine (D.P.M.), veterinary medicine (D.V.M.), general law (LL.B. or J.D.), and general theological professions (B.D., M.Div., Rabbi, or other first-professional degree).

Fiscal Period: Any period at the end of which an agency determines its financial condition, the results of its operations, and closes its books. It is usually a year, although not necessarily a calendar year. The most common fiscal period for schools and systems is from July 1 through June 30.

Fiscal Services: Activities involved with managing and conducting the fiscal operation of an organization. This includes budgeting, receiving and disbursing, financial accounting, payroll, internal auditing, and purchasing.

Fixed Assets: Land, buildings, machinery, furniture, and other equipment that the school or system intends to hold or continue to use over a long period of time. "Fixed" denotes probability or intent to continue use or possession, and does not indicate immobility of an asset.

FLSA: See FAIR LABOR STANDARDS ACT.

Food Services: Activities involved with the food services program of the school or system. This includes preparing and serving regular and incidental meals, lunches, or snacks in connection with school activities, and delivery of food.

Fringe Benefits Expenditures: Cash contributions in the form of supplementary or deferred compensation, other than salary. This term excludes the employee's contribution.

Full-day Session: A school session which contains at least the minimum number of hours recommended by the state education agency for a full day of attendance in a given elementary or secondary grade other than kindergarten or pre-kindergarten.

Full-time Employee: An employee who works an established number of contract/work days per year for a full day (100 percent of the time required for the position).

G

General Educational Development (GED) Test: A battery of tests taken by an individual who has attained a state-approved age and who did not graduate from high school which measures the extent to which their past experiences (in-school and out-of-school) have contributed to the knowledge, skills, and understandings ordinarily acquired through a high school education. Certificates of high school equivalency or diplomas are issued by most state departments of education for the successful completion of the Tests of General Educational Development. See HIGH SCHOOL EQUIVALENCY EXAMINATION..

Graduate: An individual who has received formal recognition for the successful completion of a prescribed program of studies.

Grandfathered: A benefit plan by which an individual maintains the right to receive benefits, income, or other treatment by an employer that was appropriate when he/she was hired, but which has subsequently been changed for more recently hired employees.

Graphic Materials: Materials for viewing without sound. The materials may or may not be projected or magnified. They include art originals, art prints, art reproductions, slides, transparencies, filmstrips, photographs, pictures, postcards, posters, and study prints.

Grievance: A difference or dispute between an employee and the school board or its supervisory representatives with respect to the applications of the school board's policies, rules, and regulations as they affect the work activity of such employees. The grievance shall not refer to any matter on which the school board is without authority to act.

H

Half-day Session: A school session which contains the minimum number of hours recommended by many state education agencies for kindergarten or pre-kindergarten instruction, when the length of this session approximates half the number of hours recommended for a full-day session in other elementary grades. Kindergarten and pre-kindergarten students attending a half-day session are in membership for the full day. However, for purposes of obtaining statistical comparability only, ratios involving these students are computed as though they were in membership for a half-day. See FULL-DAY SESSION.

High School Diploma: A formal document certifying the successful completion of a prescribed secondary school program of studies. In some states or communities, high school diplomas are differentiated by type such as an academic diploma, a general diploma, or a vocational diploma.

High School Equivalency Examination: An examination, approved by a state department of education or other authorized agency, intended to provide an appraisal of the student's achievement or performance in the broad subject-matter areas usually required for high school graduation. The Tests of General Educational Development (GED) are the most widely recognized high school equivalency examination. See Tests of General Educational Development (GED).

High School Post Graduate: A student who, after graduating from high school (grade 12) or completing a high school equivalency credential, enters or continues attending a secondary school for additional school work or preparation. Also known as Grade 13.

Hold on Step: Placing a hold on an employee's step increase so that it will not be automatically increased.

Home Study: A method of instruction designed for students who live at a distance from the teaching institution. Instructional materials, in structured units of information, are provided to the student through various media. Students are assigned exercises for practice, and examinations to measure achievement, which are to be submitted to the teaching institution for evaluation, grade assignment, and the earning of credit.

Homebound Student: A student who is unable to attend classes and for whom instruction is provided at home by a teacher.

Homeroom: The room or other space where a school staff member meets with a group of students during their homeroom period. See HOMEROOM PERIOD.

Homeroom Period: A portion of a daily session, in a departmentalized or semi-departmentalized instructional organization, during which a teacher and a group of students meet primarily for purposes of checking attendance, making announcements, and attending to other administrative details. See HOMEROOM.

Hospital Instruction: Formal instruction provided in a hospital, sanatorium, or convalescent home.

Hourly Paid Employee: Those employees hired with no specific number of contracted work days. These employees are hired to work on an "as needed" basis and receive no employee benefits.

Hourly Rate of Pay: The rate of hourly payment stipulated in the salary scale from which the employee is paid.

Hours Change: Change in the number of hours an employee works each day/week with no change in employment status.

I

IDEA: Individuals with Disabilities Education Act. Public Law (P.L.) 105-17. (Formerly called Education of the Handicapped Act P.L. 91-230.)

Immediate Family: An individual's family unit including his or her son, daughter, mother, father, brother, sister, and other close relatives by blood, adoption, or marriage.

Immediate Supervisor: An individual who occupies the first level of responsible supervision over a position, and who ordinarily assigns tasks, gives instructions, and reviews finished work of the position.

Incomplete High School: A secondary school which offers less than four full years of work beyond grade eight in a school system that is organized in such a manner that grades kindergarten and first through eighth constitute the elementary grades. This is sometimes called a "truncated high school."

Increments, Annual: An annual salary (step) increase for qualified individuals who have met job and time in grade requirements.

Increments, Longevity: An increase in compensation established in the compensation plan as a reward for length of service.

Incumbent: An individual who currently occupies a position.

Independent American Overseas School: An elementary or secondary school located outside the United States and its outlying areas which: 1) follows basically a U.S.-type curriculum, 2) uses English as the primary language of instruction, and 3) has a large proportion of U.S. citizens in its student body and staff.

Individualized Education Program (IEP): A written statement for each child with a disability that is developed, reviewed, and revised in accordance with this section and that includes: 1) a statement of the child's present levels of educational performance 2) a statement of measurable annual goals, including benchmarks or short-term objectives 3) a statement of the special education and related services and supplementary aids and services to be provided to the child, or on behalf of the child, and a statement of the program modifications or supports for school personnel that will be provided for the child 4) an explanation of the extent, if any, to which the child will not participate with nondisabled children in the regular class and in the activities described in the clause 5) a statement of any individual modification in the administration of State or districtwide assessments of student achievement that are needed in order for the child to participate in such assessment 6) the projected date for the beginning of the services and modifications, and the anticipated frequency, location and duration of those services and modifications

7) a statement of how the child's progress toward the annual goals will be measured and how the child's parents will be regularly informed.

Individualized Family Service Plan (IFSP): A written plan for providing early intervention services to a child (and his or her family) eligible under the *Individuals With Disabilities Act* (IDEA-Part C). The plan must include 1) information about the child's status 2) family information 3) outcomes 4) early intervention services and other services 5) dates and duration of services.

Individualized Learning Program (ILP): An instructional plan tailored for an individual student that serves as a framework for achieving both instructional requirements and personal objectives.

Infants and Toddlers with Disabilities: Individuals from birth through age two who need early intervention services because they: 1) are experiencing developmental delays as measured by appropriate diagnostic instruments and procedures in one or more of the following areas: cognitive development, physical development including vision and hearing, communication development, social or emotional development, or adaptive development; 2) are diagnosed physical or mental condition that has a high probability of resulting in developmental delay. This term may also include, at a state's discretion, children from birth through age two who are at risk of having substantial developmental delays if early intervention services are not provided. (as defined by Individuals with Disabilities Education Act.)

Institution for Delinquent Children: As defined for Federal compensatory education programs, a public or private non-profit residential facility which is operated primarily for the care of children and/or youth who have been adjudicated to be delinquent for an indefinite period of time or for a period of time other than one of short duration. This term also includes adult correctional institutions in which children are placed.

Institution for Neglected Children: As defined for Federal compensatory education programs, a public or private non-profit residential facility (other than a foster home) which is operated primarily for the care of at least ten children and/or youth who have been committed to the institution, or voluntarily placed in the institution, and for whom the institution has assumed or been granted custodial responsibility pursuant to applicable state law, because of the abandonment or neglect by, or death of, parents or individuals acting in the place of parents.

Instruction: The activities dealing directly with students and/or with improving the quality of student learning. Instruction may be provided for pupils in a school classroom, in another location such as a home or hospital, and other learning situations such as those involving cocurricular activities; it may also be provided through some other approved medium such as television, radio, telephone, and correspondence.

Instruction by Correspondence: Approved instruction, usually received by the student outside the school plant, which provides for the systematic exchange between teacher and student of materials sent by mail.

Instructional Level: An indication of the general nature and difficulty of instruction provided throughout a course.

Insurance: A system of protecting loss in which a number of individuals agree to pay certain sums periodically for a guarantee that they will be compensated under stipulated conditions for any specified loss by fire, accident, death, illness, etc.

Intermediate Administrative Unit: An administrative unit smaller than the state which exists primarily to provide consultative, advisory, administrative, or statistical services to local education agencies, or to exercise certain regulatory functions over local education agencies. An intermediate unit may operate schools and contract for school services, but it does not exist primarily to render such services. Such units may or may not have taxing and bonding authority. Where there is a supervisory union board, the union is included as an intermediate unit.

Internal Applicant: A current employee who is seeking, through the application process, a change in position within an organization.

J-K

Job-Entry Level of Employment: A level of employment in which an individual may be placed on the basis of his education and training, without previous related work experience.

Junior College: A postsecondary institution which offers the first two years of college instruction, frequently confers an associate's degree, and does not confer a bachelor's degree. The term "junior college" is often used interchangeably with the term "community college." See COMMUNITY/JUNIOR COLLEGE.

L

Laboratory: A learning environment where students work in an individual manner or as part of a group study in a particular subject-matter area, often in the sciences, involving the practical application of theory through observation, experimentation, and research. In the case of foreign language instruction, learning occurs through demonstration, drill, and practice. This applies also to the study of art and music, though such activities may be conducted in a studio.

Laboratory, Model, or Practice School: An elementary or secondary school run by an institution of higher education. Its primary purpose is provide clinical experience in a controlled setting to prospective teachers attending the college or university.

Layoff: Separation of an employee from a position to which he or she was appointed as a result of abolition of a position, lack of work, or lack of funds; the employee may have recall rights for a certain period of time under certain conditions.

Least Restricted Element (Service Setting): The location where a special education program is provided. This location is one of the following: regular class placement, resource room placement, separate class placement, public separate school placement, private separate school placement, public residential placement, private residential placement, or home/hospital placement

Leave of Absence (LOA): A pre-approved absence for an extended length of time allowed by policy and regulation.

Library: An organized collection of printed, microform, and audiovisual materials which: 1) is administered as one or more units; 2) is located in one or more designated places; and 3) makes printed, microform, and audiovisual materials as well as necessary equipment and services of a staff accessible to students and faculty. This includes units meeting the above definition which are part of a learning resource center.

Limited English Proficient (LEP) Student: An individual who has a language background other than English, and whose proficiency in English is such that the probability of his or her success in an English-only environment is below that of a successful peer with an English language background.

LOA: See LEAVE OF ABSENCE.

Local Education Agency (LEA): A public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform service functions for public elementary or secondary schools in 1) a city, county, township, school district, or other political subdivision of a state; 2) such combination of school districts or counties a state recognizes as an administrative agency for its public elementary or secondary schools; 3) any other public institution or agency that has administrative control and direction of a public elementary or secondary school; and 4) any other public institution or agency that has administrative control and direction of a vocational education program.

Longevity Increments: An increase in compensation established in the compensation plan as a reward for length of service.

M

Major: A concentration of semester hours of college credit representing major specialization in a field of study. The number of college credits constituting a major is usually specified in state certification requirements.

Major Duty: Any duty or responsibility, or group of closely related duties or responsibilities, of a position which: 1) occupies a significant amount of the employee's time (15 percent or more); 2) is a distinguishing characteristic; and 3) is considered essential to the position and includes fundamental tasks of the position.

Marginal Function: Any duty or task of a job position not considered fundamental, i.e., not essential.

Master's Degree: An award that requires the successful completion of a program of study of at least the full-time equivalent of one, but not more than two academic years of work after a bachelor's degree.

Matai Name: In Samoa, the name of the head of the household or family which is different from the name of the father. This name is assumed when an individual takes over responsibility for a family upon the death or disability of the father (or other provider).

Maximum Class Size: The maximum number of students allowed in class before another staff member must be hired.

Measure: A unit of measurement to which reference may be made for purposes of description, comparison, and evaluation. Many measures are obtained by computation involving one or more items of information.

Membership: The period of time a student's name is on the current roll of a class or school, regardless of his or her being present or absent. The membership of a class or school is the number of students on the current roll as of a given date. This may be obtained by a simple count or by adding the total number present and the total number absent.

Mentor: An individual possessing expert knowledge, skill, or experience who is assigned to provide practical support and advice to an individual seeking to develop his or her own abilities in a field or profession.

Migrant Education Program: A program of instruction and service for those students who move periodically with their families from one school district to another in order that the student and/or a parent/guardian or other member of the immediate family may secure seasonal employment.

Migratory Worker: An individual whose primary employment is on a seasonal or other temporary basis, for agricultural or fishery work, and who establishes a temporary residence, with or without his or her family, for the purpose of such employment.

Minimum Permissible Class Size: The smallest number of students to be assigned to a class of a given type, below which the class may be canceled.

Minimum Wage: The minimum hourly wage to be paid to employees as designated by the U.S. Department of Labor.

Minor: A concentration of semester hours or quarter hours of college credit representing a specialization (but not major specialization) in a field of study. The number of college credits constituting a minor is usually specified in state certification requirements.

Minor Duty: Any duty or responsibility, or group of closely related duties or responsibilities of a position which occupies less than 15 percent of an employee's time, but is considered essential to the position unless otherwise indicated on a position description.

Monitoring System: A set of procedures and programs for a computerized information system that are designed to check recorded or transmitted signals in the process of imputing or retrieving information from data files.

Monthly Paid Employee: Any designated employee who is paid once a month.

N

Negative Time and Attendance: A method of collecting time and attendance information that requires reporting only the time that an employee is absent from work.

Non-credit Course: A course or activity having no credit applicable toward a degree, diploma, certificate, or other formal award. See CREDIT.

Non-educational Institution: A hospital, sanatorium, convalescent home, mental health clinic, orphanage, corrective institution, or other institution whose primary function is other than that of a school.

Non-district School or Facility: A public or private school or facility that provides instruction or services which are not provided by the local education agency. This includes regional service agencies that provide administrative or special services to local education agency students.

Non-graded Class: See UNGRADED CLASS.

Non-renewal: Action by an employer in which a contract for the succeeding year is not offered to an employee currently in a probationary status.

No Year Level: In college, a designation for the status of a student who has previously earned a degree or who is not enrolled in a degree program.

O

Occupational Program: An instructional program or course of study consisting of a sequence of related courses designed to provide a student with sufficient knowledge and skills to perform in a specific occupation.

Occupationally-specific Program: An instructional program or course of study, below the bachelor's level, designed to prepare individuals with skills and training required for employment in a specific trade, occupation, or occupational area in a related occupational field.

Operational Unit: A separately budgeted subdivision of an organization established to carry out a major objective or group of objectives, such as a school, a transportation unit, or an athletic department.

Organizational Chart: A two-dimensional graphic display showing the interrelationships of positions and functions within an organization.

Organization Membership: An honorary, cultural, professional, or civic institution, organization, or group in which an individual holds membership or participates.

Outlying Areas: See EXTRA-STATE JURISDICTIONS.

Overfill: The appointment or assignment of an individual to a position at a grade level higher than that authorized for the position.

Overstaff: A condition, which exists when the number of full-time employees and/or full-time equivalent employees in an organizational unit exceeds the number of, authorized positions; an employee is assigned to an unauthorized position by exception.

Overtime Eligibility Change: An indication of an employee who was eligible for overtime compensation in a position, and is moved to one in which he/she is not eligible for overtime, or vice versa.

Overtime Pay: Compensation paid to an eligible employee for work performed in excess of the established number of hours an employee is expected to work over a given period of time (e.g., 35 or 40 hours per week). One of the most common ways to compute overtime pay rate is 1 and 1/2 times the regular rate of pay for eligible employees.

P

Part-time Employee: An employee who works an established number of contract/work days per year for less than a full day.

Pension System: A free retirement plan whereby persons leaving service in an organizational unit such as a school or system because of age, disability, or length of service receive payments from funds to which they have not contributed. Payments may be either in a lump sum or in the form of an annuity.

Performance Evaluation System: An evaluation procedure which provides for systematic communication (both oral and written) between the supervisor and employee outlining expectations and training to fulfill job responsibilities as they relate to established written standards for the employee's position, as prescribed by the regulation.

Permanent Position: A position authorized by the school board without intent of limitation unless so stipulated by the school board.

Personal Record: A record of an employee (computerized or paper) which contains personal information (i.e., address, birthday, etc.) provided by the employee for use by the employer for personnel or payroll determinations.

Position Description (PD): An official written statement of the major duties, responsibilities, and supervisory relationships of a position.

Positive Time and Attendance: A method of collecting time and attendance information which requires reporting either absence or attendance for each workday for each employee.

Post-Baccalaureate Certificate: An award that requires completion of an organized program of study requiring 18 semester credit hours beyond the bachelor's; designed for person's who have completed a baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of master.

Post-Master's Certificate: An award that requires completion of an organized program of study of 24 semester credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.

Postsecondary Award, Certificate, or Diploma (At least one, but less than two academic years): Requires completion of an organized program of study at the postsecondary level in at least one year, but less than two full-time equivalent academic years, or designed for completion in at least 30, but less than 60 credit hours, or in at least 900, but less than 1,800 contact hours.

Postsecondary Award, Certificate, or Diploma (At least two, but less than four academic years): Requires completion of an organized program of study at the postsecondary level in at least two, but less than four full-time equivalent academic years, or designed for completion in at least 60, but less than 120 credit hours, or in at least 1,800, but not more than 3,600 contact hours.

Postsecondary Award, Certificate, or Diploma (Less than one academic year): Requires completion of an organized program of study at the postsecondary level in less than one academic year (two semesters or three quarters) or in less than 900 contact hours by a student enrolled full time.

Postsecondary Education: The provision of a formal instructional program whose curriculum is designed primarily for students who are beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

Private, Non-Religiously-Affiliated School: An institution that is operated by a non-governmental, non-religious group or organization.

Private, Religiously-Affiliated School: An institution that is affiliated with and operated by a non-governmental, religious group or organization.

Probationary Period: A period of time in which one's ability to meet requirements is tested in a particular position until it is certain that the employee is capable of performing job activities and assignments.

Professional Development Activity: A planned structural process through which an individual improves his or her job-related knowledge, skills, or attitude. The process enables an employee to grow within a profession or organization or to attain an initial or additional credential.

Professional Position: A position involving work that is based on established principles of a profession or science and that requires professional, scientific, or technical training or experience equivalent to that represented by graduation from a college or university.

Program: A combination of courses and/or related activities organized for the attainment of broad objectives as described by an institution.

Project Area: As defined for federal educational programs, a school attendance area, or combination of school attendance areas which, because of a high concentration of children or families of specified characteristics, is thereby designated as an area from which selected children may be served by a particular program.

Promotion: Movement of an employee from a position in one class or job group to another in which the pay grade and salary are higher for reasons other than length of contract work year, or work days assigned to the position.

Psychometric Data: Assessment data about a student analyzed by the application of mathematical and statistical methods.

Public Board of Education: The elected or appointed body which has been created according to state law and vested with responsibilities for educational activities in a given geographic area. Such bodies are sometimes known as school boards, governing boards, boards of directors, school committees, and school trustees. This definition includes state boards of education and the boards of intermediate and local basic administrative units and individual public institutions. See BOARD OF EDUCATION.

Public Institution: An institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.

Public Record: A record which by law, regulation, or custom is generally available to the public at large, or to segments of the public having a legitimate reason for reviewing the record.

Q

Qualifications: The minimum educational, experience, and personal requirements which must be fulfilled by a person preliminary to appointment or promotion.

R

Recall: The process of reinstating an employee or a former employee who has been displaced or laid-off.

Recall Rights: The rights and procedures pertaining to rehiring a former employee delineated in regulations applicable to each occupational group of employees who have been laid off or displaced.

Reclassification: An allocation of a position from its current active class to a different active class.

Recruiter: An individual or organization responsible for identifying and/or selecting prospective employees to fill vacant positions in a company.

Redline: A procedure that allows an eligible full-time employee, who is moved to a position of shorter length contract year, and/or a position at a lower pay level for reasons other than voluntary demotion or transfer, question of competence, or as a disciplinary procedure, to be compensated at the level of pay applicable to the position held prior to the redline action.

Reduction-in-Force: An administrative action taken to reduce the number of staff or positions in an organization.

Re-employment: Hiring a person who has previously held, but does not currently hold, a position in an organization.

Register of Eligible Candidates: A list of candidates for a position who were interviewed and found to be eligible for a general vacancy position.

Regrade: Changing the grade level to increase compensation or adjust misalignment for an active class without a significant change in duties or responsibilities. This is normally done to competitively recruit specific types of employees.

Regular Rate of Pay: The rate of pay to be utilized for the calculation of overtime pay in accordance with FLSA requirements. The regular rate is derived by dividing the total amount of eligible pay for the work period (including the hourly rate and shift differential) by the number of hours expected to be worked during the work period.

Rehire: Reappointment of a former employee who had regular status and was separated in good standing, but did not retire, after a break in service of more than one calendar year to the position or class formerly held.

Reinstatement: Reappointment of a former employee who had regular status and was separated in good standing, but did not retire, after a break in service of less than one calendar year to the position or class formerly held.

Related Services: Transportation and such developmental, corrective, and other supportive services as are required to assist a child with disabilities to benefit from special education, including speech pathology and audiology, psychological services, physical and occupational therapy, recreation, early identification and assessment of disabilities in children, counseling services including rehabilitation counseling, orientation, and mobility services, and medical services for diagnostic or evaluation purposes. The term also includes school health services, social work services in schools, and parent counseling and training.

Reorganization/Restructuring: The planned elimination, addition, or redistribution of functions and duties and/or redesign of positions within an organization.

Report: A collection of information that is prepared by a person, unit, or organization for the use of some other person, unit, or organization.

Researcher: An individual who is responsible for evaluating programs or conducting research activities to describe the status of schools and staff; or others with analytical responsibilities regardless by whom the activities are sponsored.

Residential School: An institution in which students are boarded and lodged as well as taught.

Residential School for Special Education: A residential school providing a program of education for disabled students.

Resignation: Formal action taken by an employee by which the employee submits, in writing, to a predetermined authority, his/her notification of discontinuance of services to an organization.

Responsibility: A classification factor reflecting the extent of supervision received, supervision exercised, and authority of a particular position.

Restoration: A return to a position in a class in which status was formerly held and where there has been no break in service.

Retirement: Formal action taken by an employee by which the employee submits, in writing, to the proper authority, his/her notification of discontinuance of service to an organization after becoming vested in a retirement system.

RIF: See REDUCTION-IN-FORCE.

Roll: A list of names for checking attendance.

S

Sabbatical/Study: Leave authorized for a specified period of time for which an employee receives a partial salary payment.

Salary: The total amount regularly paid or stipulated to be paid to an individual, before deductions, for personal services rendered while on the payroll an organization.

Salary Change: A generic term used to describe any change in an employee's pay status.

Salary Scale Adjustment: Modification in the dollar amounts in a salary scale approved by the organization.

Scale: A compensation plan that defines salaries to be paid to a particular group of employees.

Scheduled Hours: The number of hours that an employee is scheduled to work each pay period for the position occupied.

School: An institution that provides preschool, elementary, and/or secondary instruction; has one or more grade groupings or is ungraded; has one or more teachers to give instruction and care; is located in one or more buildings; and has an assigned administrator(s).

School Board: See BOARD OF EDUCATION.

School Bus: A passenger motor vehicle which is designed or used to carry more than ten passengers in addition to the driver and is likely to be primarily used for transporting students to and from school.

School Day: That part of a calendar day when school is in session.

School District: A term used synonymously with the term "local basic administrative unit." See Local Education Agency (LEA).

School Fiscal Year: See SCHOOL YEAR.

School Holiday: A day on which school is not conducted either because of legal provisions or because of designation by the board of education as a holiday. Since such days are not considered as days in session, students and staff are considered as being neither present nor absent on school holidays.

School Plant: The site, buildings, and equipment constituting the physical facilities used by a single school or by two or more schools sharing the use of common facilities.

School Site: The land and all improvements to the site, other than structures, such as grading, drainage, drives, parking areas, walks, plantings, play-courts, and play-fields.

School System: The representation of the education system as a whole, including schools, school districts and other local administrative units (such as dioceses), intermediate agencies (such as regional service centers), state education agencies, and the United States Department of Education. Included in the system are both public and private schools and administrative agencies.

School Year: The 12-month period of time denoting the beginning and ending dates for school accounting purposes, usually from July 1 through June 30. This sometimes is referred to as the "school fiscal year."

SEDCAR (Standards for Education Data Collection and Reporting): A report, published by NCES in 1991, that sets forth principles that represent the best practice in the collection, processing, analysis, and reporting of education statistics.

Separation: A generic term for leaving employment.

Service-Learning: A learning activity: 1) under which students learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with the school and community; 2) that is integrated into the students' academic curriculum or provides structured time for a student to think, talk, or write about what the student did and saw during the actual service activity; 3) which provides students with opportunities to use newly acquired skills and knowledge in real-life situations in their own communities; and 4) that enhances what is taught in school by extending student learning beyond the classroom and into the community and helps to foster the development of a sense of caring for others.

Service Seniority: A ranked order of employees based on the length of time (discounting leave) that an individual has held a position or number of positions within an organization.

Shift Differential: An additional hourly pay rate based on the morning, evening or night shift worked.

Sick Leave Bank: A system which records employee-donated days of sick leave for use by employees to continue salary payments during extended periods of illness or other approved circumstances.

Sick Leave Bank (Hours Only): An employee who has qualified for sick leave bank payments for a specified number of hours.

Significant Other: An important individual who plays a major role in the life of a subject in addition to the subject's spouse or close relatives or in lieu of a spouse or close relative.

Special Education Program: Specially designed programs, at no cost to the parent/guardian, that meet the needs of a child with disabilities including classroom instruction, instruction in physical education, home instruction, and instruction in hospitals and institutions. The term also includes speech pathology, or any other related service, if the service consists of specially designed instruction at no cost to the parent/guardian and meets the unique needs of a child with disabilities, and is considered "special education" rather than a "related service" under state standards. The term also includes vocational education if it consists of specially designed instruction, at no cost to the parent/guardian, which meets the unique needs of the child.

Staff Accounting System: A system for collecting, computing, and reporting information about staff of an organization.

Staff Development: The temporary assignment of an employee to a position, course, or experience for purposes of professional growth.

Staff Member: An individual who performs specified activities for any public or private education institution or agency that provides instructional and/or support services to students or staff at the early childhood level through high school completion. For example, this includes: 1) an "employee" who performs services under the direction of the employing institution or agency, is compensated for such services by the employer, and is eligible for employee benefits and wage or salary tax withholdings; 2) a "contractor" or "consultant" who performs services for an

agreed-upon fee, or an employee of management service contracted to work on site; 3) a "volunteer" who performs services on a voluntary and uncompensated basis; 4) an in-kind service provider; or 5) a businessperson or independent contractor working at a school site.

Standard: Something established for use as a rule or basis of comparison in measuring or judging capacity, quantity, content, extent, value, quality, etc.

Standard Operating Procedure (SOP): A set of detailed instructions to be followed when performing a task.

State Education Agency: The organization established by law for the primary purpose of carrying out at least a part of the educational responsibilities of the state. It is characterized as having statewide jurisdiction and may be composed of a state board, chief executive officer, and staff. Some state education agencies may lack one, two, or three of these elements, but in any case there must be either a board or a chief executive officer. The term "commission" is sometimes used synonymously with "board."

Step: A series of incremental levels in a pay grade, job group, salary lane, or salary schedule.

Step Decreased - Experience Verified: An employee's pay step is decreased due to the receipt of previous experience verification that shows the actual years of experience lower than originally stated on their application.

Step For Study: An employee is granted an additional step on the salary scale for completing requirements while on study leave.

Step Increased - Experience Verified: An employee's pay step is increased due to the receipt of previous experience verification that show the actual years of experience higher than originally stated on their application.

Subordinate: A designation for those employees or positions supervised.

Supervision Exercised: A classification factor indicating: 1) the kind and extent of a position's supervisory and personnel management authority, the manner in which it is exercised, and the degree of its completeness and finality; and 2) the volume of supervisory and management responsibility as indicated by the total number of subordinates under control of the position.

Supervision Received: A classification factor indicating the nature and degree of administrative and/or technical supervision or lead direction exercised by higher authority over an employee in a position.

T

Taxonomy: The hierarchy of an organization.

Technical Institute: An institution, or a division of an institution, offering instruction primarily in one or more of the technologies.

Temporary Personnel: An employee paid on an hourly basis and who works on an "as needed" basis.

Termination: Generic term for an action taken by an organization to remove an employee from employment.

Tests of General Educational Development (GED): See GENERAL EDUCATIONAL DEVELOPMENT (GED) TEST.

Title 1 Program: Instructional and support services offered to children who are: 1) educationally disadvantaged; 2) neglected or delinquent; 3) migrant; or 4) participating in a school-wide chapter 1 project. Chapter 1 services must supplement, not supplant, those services normally provided with state and local education agency funds.

Trainee: An individual performing assigned tasks under the close guidance and instruction of an expert or experienced practitioner.

Transcript: An official record of student performance showing all schoolwork completed at a given school and the final mark or other evaluation received in each portion of the instruction. Transcripts often include an explanation of the marking scale used by the school.

Transfer: An employee transferring from one group of personnel to another group without a change in grade.

U

Underfill: The appointment or assignment of an individual to a position at a pay grade lower than authorized for the position.

Ungraded Class: A class that is not organized on the basis of grade grouping and has no standard grade designation. This includes regular classes that have no grade designations, special classes for exceptional students which have no grade designations, and many adult/continuing educational classes. Such a class is likely to contain students of different ages who, frequently, are identified according to level of performance in one or more areas of instruction rather than according to grade level or age level. Ungraded classes sometimes are referred to as "non-graded."

Universal Birth Number: An identification number assigned to an individual by the Bureau of Vital Statistics of a state, using a combination of digits representing area code, birth registration number, and year of birth.

V

Vacancy: A position that has no incumbent. It can be the result of a newly established position or been rendered vacant by separation of the previous incumbent from the position.

Vaccine: A preparation introduced into the body to produce immunity and protection from a disease.

Vested Retirement Plan: One in which the full amount of the contribution by an organization and by the state and local government, with accumulations thereon, will be made available as a benefit in case of death while in service or retirement, and with no forfeiture in case of resignation or dismissal from the institution.

Veteran: An individual who served on active duty as a member of the active Armed Forces of the United States and was discharged or released therefrom under conditions other than dishonorable. (National Guard personnel and reservists called to active duty for civil disturbances, disasters, or training for a limited period are not considered veterans under these guidelines.)

Video Materials: Materials on which both pictures and sound are recorded. Electronic playback reproduces both pictures and sounds using a television receiver or monitor.

W-X-Y-Z

Wage Continuation: A benefit plan by which an eligible employee receives supplemental payments in order to guarantee that he/she does not lose income during a prolonged period of work absence caused by injury, sickness, or other circumstance.

Withholding: The processes of deducting from a salary or wage an amount, specified by law or regulation, representing the estimated federal or state income tax of the individual that the employer pays to the taxing authority.

Workday: Scheduled number of hours an employee is required to work per day.

Workload: Production output, in terms of physical items to be accomplished, within a given period of time, to meet requirements imposed or assumed.

Work Order: A written order authorizing and directing the performance of a certain task, issued to the person who is to direct the work. Among the types of information shown on the order are the nature and location of the job, specifications of the work to be performed, and a job number which is referred to when reporting the amount of labor, materials, and equipment used.

Work Period: The period during which an employee is scheduled to work.

Work-Study Plan: See COOPERATIVE PROGRAM.

Work week: The seven consecutive day period (e.g., beginning at 12 a.m. Saturday and ending the following Friday at 11:59 p.m.) during which an employee is scheduled to work.

Work Year: The number of days an employee is expected to work during one fiscal year. The length of the work year is related to the requirements of the specific position to which the employee is assigned.

INDEX

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